

DAS Department of Real Estate and Construction

Office of School Construction Grants & Review (OSCGR)

September 30, 2022

Department of Administrative Services, Michelle H. Gilman, Commissioner



Presentation Overview

1. Connecticut's New Indoor Air Quality Reimbursement Program
2. Eligibility
3. Application Process and Project Milestones
4. Additional Information on Projects
5. Reimbursement, Project Completion and Audits
6. Using the CORE-CT Application System.



Connecticut's New Indoor Air Quality Reimbursement Program



HVAC Grant Program Overview

- Effective 7/1/2022, PA22-118 establishes a new \$150 million reimbursement program for HVAC Improvements to public schools.
 - There is a limited amount of retroactive IAQ grant money available for HVAC work performed between March 2020 and July 2022. The same criteria apply.
 - The program was developed by and will be administered by OSCGR.
 - All HVAC grants will be audited.
- Applications due by December 1, 2022.
 - Grants awarded in early 2023.



Eligibility



What is eligible for reimbursement?

- Design/Inspection Costs
- Reasonable Owners Rep Costs
- HVAC improvements
- Code updates for HVAC
- Roof work and Roof Top Units (RTUs) directly relating to HVAC improvements
- Indoor Air Quality
- Other costs reasonable and necessary to these projects



What is not eligible for HVAC reimbursement?

- Including, but not limited to:
 - New or renovation projects less than 20 years old, funded by OSCGR
 - Ancillary work
 - FF&E
 - District and municipal salaries and overhead
 - Local fees and permits
 - Bond interest
 - Central administration facilities



HVAC Grant Criteria

DAS will award grants based on need, using ALL the following criteria:

- (A) Age and condition of the current HVAC system or equipment being replaced or upgraded in the school
- (B) Current air quality issues at the school
- (C) Age and condition of the overall school building
- (D) School district's master plan
- (E) Availability of maintenance records
- (F) Contract or plan for the professional maintenance and cleaning of the HVAC system
- (G) Board of education's or regional educational service center's authorization to finance their share of the project.



Application Process and Project Milestones



HVAC Project Milestones

- Project Application
(due by December 1, 2022)
- State Grant Commitment (early 2023)
- Plan Review and Approval
- Public Bidding/Start of Construction
- Progress Payments
- Project Completion/Local Acceptance
(By December 31, 2024)
- Submission of Final Project Data
- DAS Project Audit



Municipal Actions Prior to Application

- **Facility study and assessment of building conditions**
- **Long-term facility capital plan**
- **Secure Local Share of Funding**
- **Prepare and Adopt Education Specifications**
- **Obtain Local Authorizations:**
 - Authorize superintendent to apply to DAS for a grant
 - Establish a building committee
 - Authorize the preparation of at least schematic drawings



Use of Other Funds

State statute precludes districts from using other state or federal monies exclusively to cover local share—this includes ARPA funds.

- For example, if a district has a \$100 project, a reimbursement rate of 50% and \$20 of ARPA funds:
- The District CAN use the \$20 of ARPA funds to reduce the total project cost from \$100 to \$80 and then apply the 50% reimbursement rate (i.e. a \$40 municipal share and a \$40 reimbursement from the state).
- The District CANNOT apply the 50% reimbursement rate to the \$100 project and then use the \$20 to reduce the \$50 municipal share to \$30.



Additional Information



Design Review

- OSCGR will review project designs or studies for the following requirements:
- Study/Design:
 - Educational Specifications
 - Professional Engineered Design Study or Design
 - Professional Cost Estimate
 - Building/System Related Issues
 - Indoor Air Quality Issues



Changes to Grant Award

District must notify DAS of any change in scope or cost to a project immediately. Due to limited funding, reauthorization within the current grant period is not



Local Contracting

Once municipalities have received their grant authorization, they may begin local bidding/selection which must be in accordance with municipal procurement policies and CGS Sec. 10-287.

NOTE: Projects must be competitively bid.



Reimbursement, Project Completion and Audits



HVAC Reimbursement Rates

Reimbursement rates set by statutes.

- Grant reimbursement rates will be as defined by statute.
- General Construction rates apply to the program.
- A link to the rates is on our website.
- Programmatic Rate of 80% (SDE approved)
 - Regional vocational agriculture (10-65)
 - Regional special education (10-76e)
 - Regional inter district magnets (10-286(3))



Initial and Subsequent Payments for HVAC Reimbursement

- OSCGR will reimburse LEAs for project costs, upon receipt and review of submitted invoices.
- DAS will retain 5 percent of grant amount until the conclusion of the audit process.



Audit and Final Payment

- As districts close out a project, the Board of Education must accept the project as complete and submit a report of final costs to OSCGR
- The final cost report includes a certification from the superintendent that the district adhered to its municipal charter and all required procurement rules
- OSCGR will calculate the final expenditures, make appropriate reimbursements, and submit to audit
- Once the audit is complete, the report will be issued, retainage released or invoice sent. The district must retain files until audit is complete.



Using the CORE-CT Application System



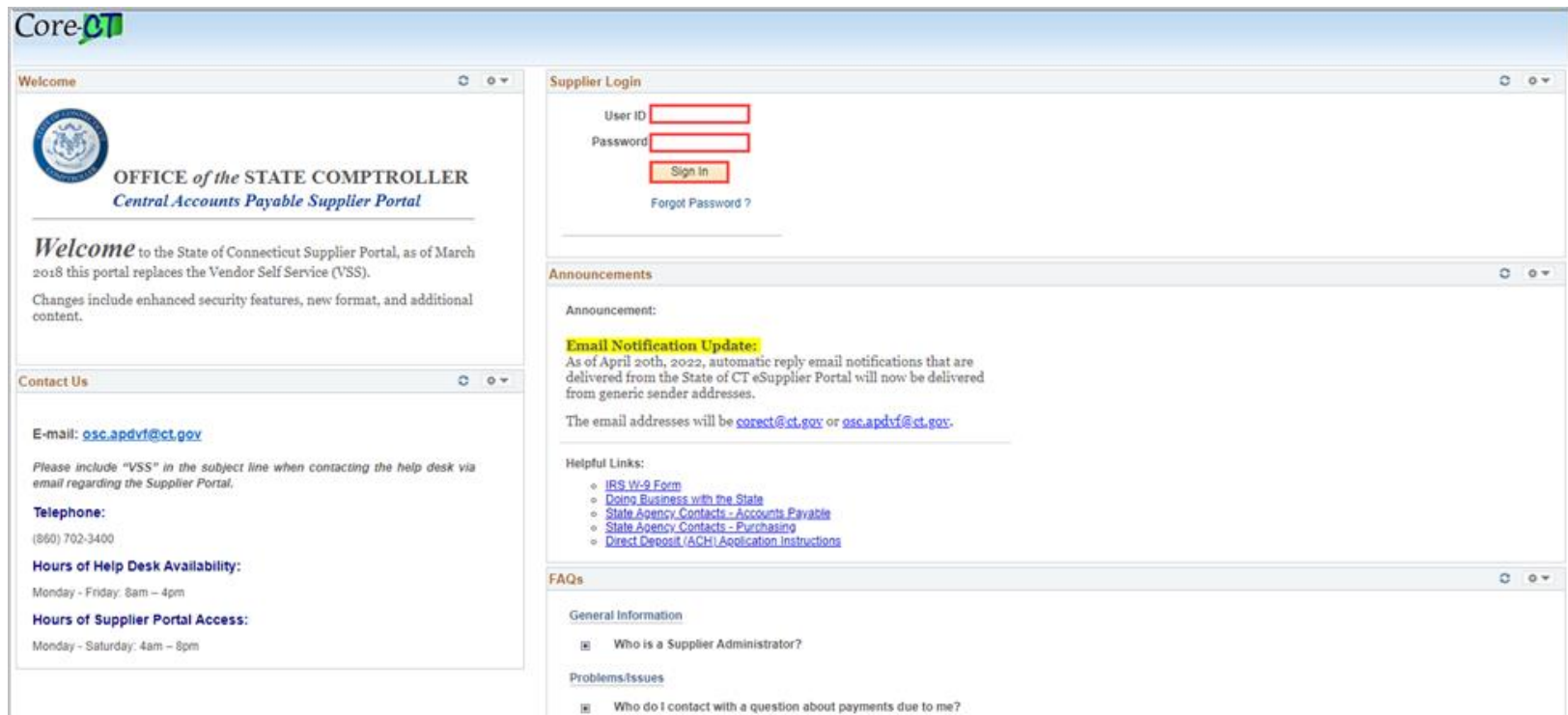
Superintendent User Accounts

- All applications are made in CORE.
- Applications may be submitted by Superintendent CORE accounts only.
- Superintendent CORE accounts created:
 1. By CORE-CT town administrator for town or LEA.
 2. After the account is created, send the username (not password) to OSCGR to start a request for the permissions to be added.
 3. Once completed, the Superintendent can access the application system



Logging in

- Website: <https://corevss.ct.gov/>



The screenshot shows the Core-CT Central Accounts Payable Supplier Portal. The header features the Core-CT logo. The main content area is divided into several sections:

- Welcome:** Includes the Office of the State Comptroller logo and text: "Welcome to the State of Connecticut Supplier Portal, as of March 2018 this portal replaces the Vendor Self Service (VSS). Changes include enhanced security features, new format, and additional content."
- Contact Us:** Provides contact information: "E-mail: osc.apdvf@ct.gov", "Please include 'VSS' in the subject line when contacting the help desk via email regarding the Supplier Portal.", "Telephone: (860) 702-3400", "Hours of Help Desk Availability: Monday - Friday: 8am - 4pm", and "Hours of Supplier Portal Access: Monday - Saturday: 4am - 8pm".
- Supplier Login:** Contains fields for "User ID" and "Password", a "Sign In" button, and a "Forgot Password?" link.
- Announcements:** Features an "Email Notification Update" stating that as of April 20th, 2022, automatic reply email notifications will be delivered from generic sender addresses. The email addresses are corect@ct.gov or osc.apdvf@ct.gov.
- Helpful Links:** Lists links to "IRS W-9 Form", "Doing Business with the State", "State Agency Contacts - Accounts Payable", "State Agency Contacts - Purchasing", and "Direct Deposit / ACH / Acquisition Instructions".
- FAQs:** Includes sections for "General Information" and "Problems/Issues". Under "General Information", there is a link to "Who is a Supplier Administrator?". Under "Problems/Issues", there is a link to "Who do I contact with a question about payments due to me?".



Password reset

User ID

Password

[Sign In](#)

[Forgot Password ?](#)

- "Forgot password" leads to page to trigger a reset email.

Supplier Login

Reset and Send Forgotten Password

Enter your UserID and click send to reset your password and have it sent to you via email.

*User ID

[Send](#)



Navigating to the Application

- Click **Supplier Homepage**.

The screenshot displays the CoreCT Office of the State Comptroller Central Accounts Payable Supplier Portal. The page layout includes a top navigation bar with 'Favorites' and 'Main Menu' dropdowns, and 'Home' and 'Sign Out' links. The main content area is divided into three columns. The left column contains a 'Welcome' message from the Office of the State Comptroller, a 'Contact Us' section with email and phone information, and 'Hours of Supplier Portal Access' (Monday - Saturday: 4am - 8pm). The middle column features an 'Announcements' section with a 'Workcenter Link' to the 'Supplier Homepage' and an 'Email Notification Update' regarding automatic reply email notifications. The right column contains an 'FAQs' section with links to 'General Information', 'How Do I?', 'Job Aids/Training', 'Office of School Construction', and 'Problems/Issues'. The 'Supplier Homepage' link in the Announcements section and the 'Office of School Construction' link in the FAQs section are highlighted with red boxes.

CoreCT Home Sign Out

Welcome

OFFICE of the STATE COMPTROLLER
Central Accounts Payable Supplier Portal

Welcome to the State of Connecticut Supplier Portal, as of March 2018 this portal replaces the Vendor Self Service (VSS).
Changes include enhanced security features, new format, and additional content.

Contact Us

E-mail: osc.apdvt@ct.gov

Please include "VSS" in the subject line when contacting the help desk via email regarding the Supplier Portal.

Telephone:
(860) 702-3400

Hours of Help Desk Availability:
Monday - Friday: 8am - 4pm

Hours of Supplier Portal Access:
Monday - Saturday: 4am - 8pm

Announcements

Workcenter Link:
Click [Supplier Homepage](#) to view supplier transactions and profile information.

Announcement:
Email Notification Update:
As of April 20th, 2022, automatic reply email notifications that are delivered from the State of CT eSupplier Portal will now be delivered from generic sender addresses.
The email addresses will be corect@ct.gov or osc.apdvt@ct.gov.
More...

FAQs

General Information

☐ Who is a Supplier Administrator?

How Do I?

☐ How do I reset my password?

Job Aids/Training

☐ User Productivity Kit - UPK

Office of School Construction

☐ School Construction Contact and Training information.

Problems/Issues

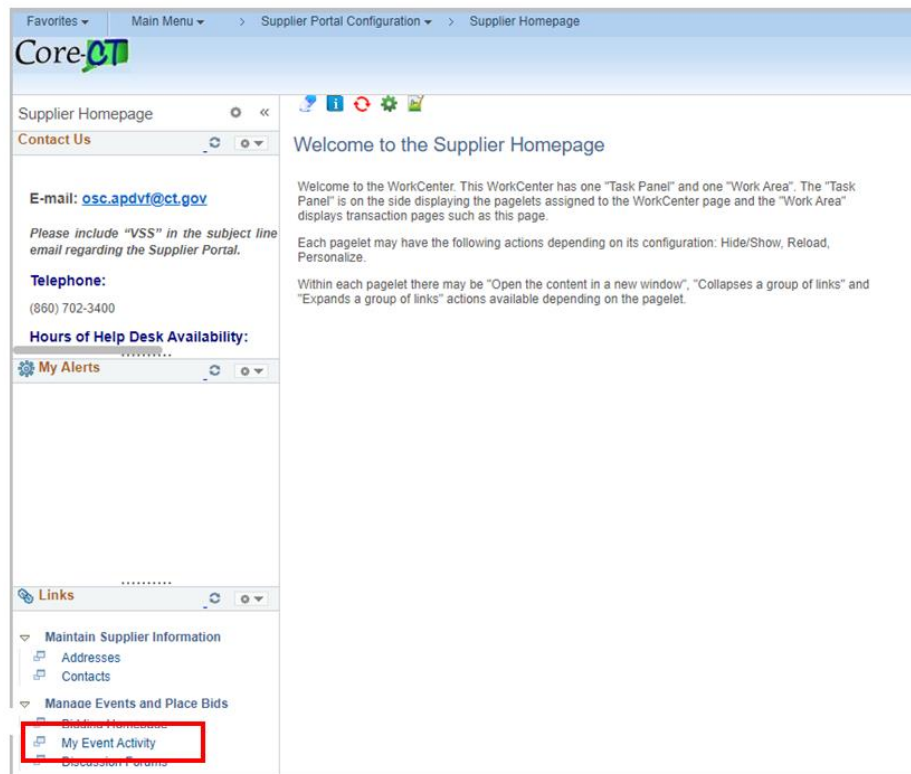
☐ Who do I contact with a question about payments due to me?

☐ Who do I contact with a question about my vendor data?



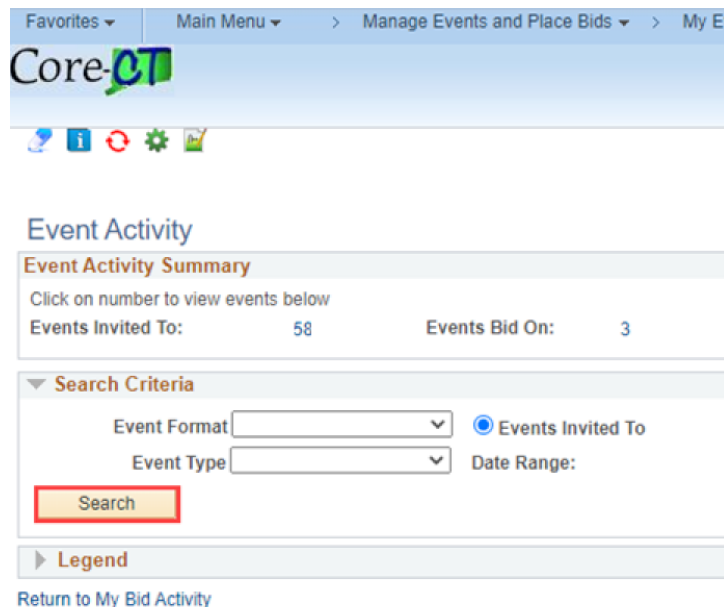
Navigating to the Application

- Then click **My Event Activity**.



Navigating to the Application

Click on the yellow "Search" button.



The screenshot shows the Core-CT application interface. At the top, there is a navigation bar with links: Favorites, Main Menu, Manage Events and Place Bids, and My Events. Below the navigation bar is the Core-CT logo and a row of social media icons. The main content area is titled "Event Activity" and contains an "Event Activity Summary" section. This section includes a link "Click on number to view events below" and two statistics: "Events Invited To: 58" and "Events Bid On: 3". Below the summary is a "Search Criteria" section with two dropdown menus for "Event Format" and "Event Type", a radio button for "Events Invited To", and a "Date Range:" label. A yellow "Search" button is highlighted with a red border. At the bottom of the search section is a "Legend" link. Below the search section is a link "Return to My Bid Activity".

At the bottom of the list, select "SCP00000070"



Starting an Application

Click **Bid on Event**.

Event Details

Information On Inquiry Options

Accept Invitation

Decline Invitation

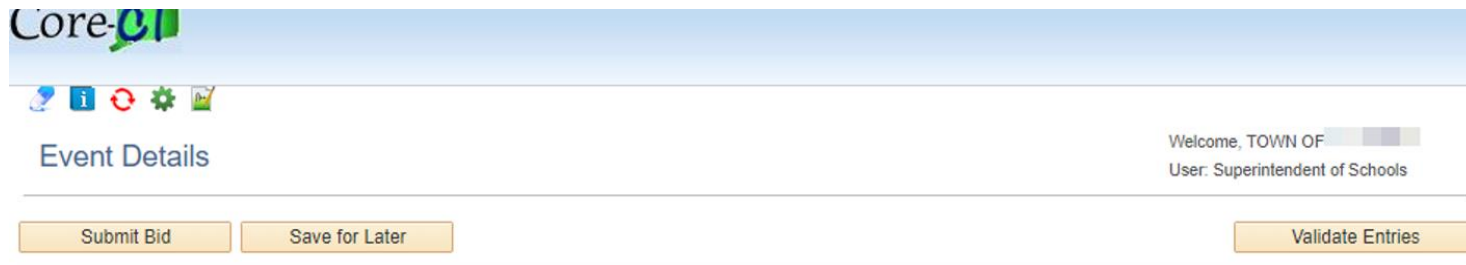
Bid on Event

Next a screen will ask you to a question – answer "Yes."



Starting an Application

Click **Save for Later**.



- This causes your draft application to exist in the system.
- You will see a pop-up saying that the application is not complete and a list in red of questions on this page you need to complete. This is normal and expected.
- You can follow the steps up to this one more than once to create applications for more than one school facility.




Question Types

Menu selection.

General Questions Previous Questions **1-15 of 15** Next Questions

★ 1. Please select your Program Type, and attach the required SDE approvals for Specialty Programs (Magnet, Special Ed., Vo-Ag, etc.)

Response: 1 - Standard program 

[Add Comments or Attachments](#)

★ 2. Please select

Response: 1 - Standard program
2 - Vocational Agricultural
3 - Special Education
4 - Board of Education
5 - Interdistrict Cooperative
6 - Interdistrict Magnet

[Select Response](#) [Add Comments or Attachments](#)



Question Types

Choice options.

★ 2. Please select your non-priority project types and/or non-priority bonus.

Response [Select Response](#) [Add Comments or Attachments](#)

Header Bid Factor List

Business Unit DASM1 Event ID SCP0000068

2. Please select your non-priority project types and/or non-priority bonus.

Select All Deselect All Find First 1 of 1 Last

<input type="checkbox"/>	Response Item HVAC (HV)
--------------------------	----------------------------

OK Cancel



Question Types

Date selection.

★ 4. What is the date that the Superintendent grant application resolution was passed?

Response



[Add Comments or Attachments](#)

Calendar

September ▼ 2022 ▼

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

⏪ Current Date ⏩



Question Types

File upload.

Question Comments and Attachments

Business Unit DASM1 Event ID SCP0000068

9. Please attach the certified town minutes authorizing the three resolutions.

Attachments

Add New Attachments

Attached File	Attachment Description	Upload	View
		Upload	View

Comments

Add New Comments

OK Cancel

Attachments

Event ID SCP0000068

minutes authorizing the three resolutions.

Attachment Description	Upload

File Attachment

Choose File No file chosen

Upload Cancel

OK Cancel



Two pages of application

Accessing the second page.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 1

Lines That Require a Response 1

Lines Responded To 0

Your Total Line Pricing 100,000.0000 USD

[Hide Line Detail](#)

★ Bid Required [Line Comments/Files](#)

Lines [Personalize](#) | [First](#) [Previous](#) **Lines 1 of 1** [Next](#) [Lines](#)

Line		Item ID	Description	Unit	Your Unit Bid Price	Your Total Bid Price		
1	★		HVAC Application	EA	100000.000000	100,000.0000 USD	Bid	Comment

[Event Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Submit Bid](#) [Save for Later](#) [Validate Entries](#)

[Return to Event Search](#)



Two pages of application

Returning to the first page.

The screenshot displays the 'Core-CT' Bidding Homepage. The breadcrumb trail at the top reads: 'Favorites > Main Menu > Manage Events and Place Bids > Bidding Homepage'. The 'Line Details' section for 'Line 1 of 1' is active. It features three buttons: 'Save for Later', 'Start Page' (highlighted with a red border), and 'Validate Entries'. The 'Line Details' table shows 'Line 1' with 'Item ID' 'HVAC Application' and 'Response Required' set to 'Yes'. Below the table, the 'Category' is listed as 'Building and Construction and' with a link to 'View/Add Question Comments and Attachments'.

Line 1 of 1

Line Details ?

Line	Item ID	Response Required
1	HVAC Application	Yes

Category Building and Construction and

[View/Add Question Comments and Attachments](#)



Submitting the application

Click "Submit Bid" to submit your application.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 1
Lines That Require a Response 1
Lines Responded To 1
Your Total Line Pricing 100,000.0000 USD

Hide Line Detail
★ Bid Required Line Comments/Files

Line	Item ID	Description	Unit	Your Unit Bid Price	Your Total Bid Price		
1	★	HVAC Application	EA	100000.000000	100,000.0000 USD	Bid	

Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid Save for Later Validate Entries

Return to Event Search

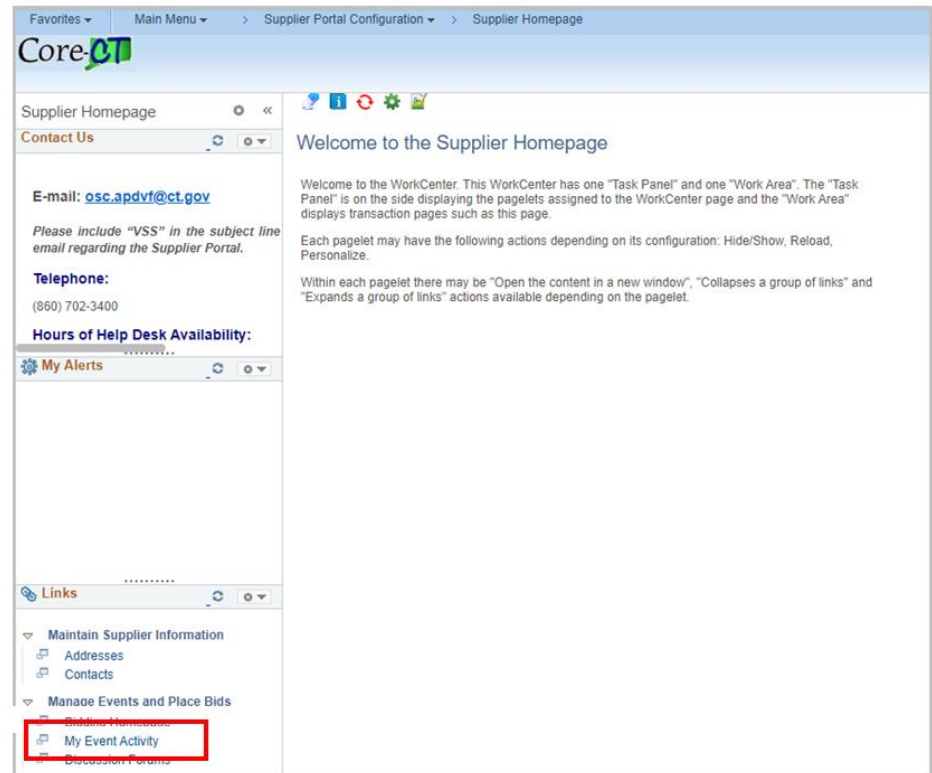
Note: The CORE system will allow you to edit applications you already submitted until the end of the application deadline. However, if you make changes to an application that was already submitted, click "Submit Bid" and not "Save for Later", since doing that will revert your application to unsubmitted draft status.

Let us know if you do not receive a confirmation that your application was submitted.



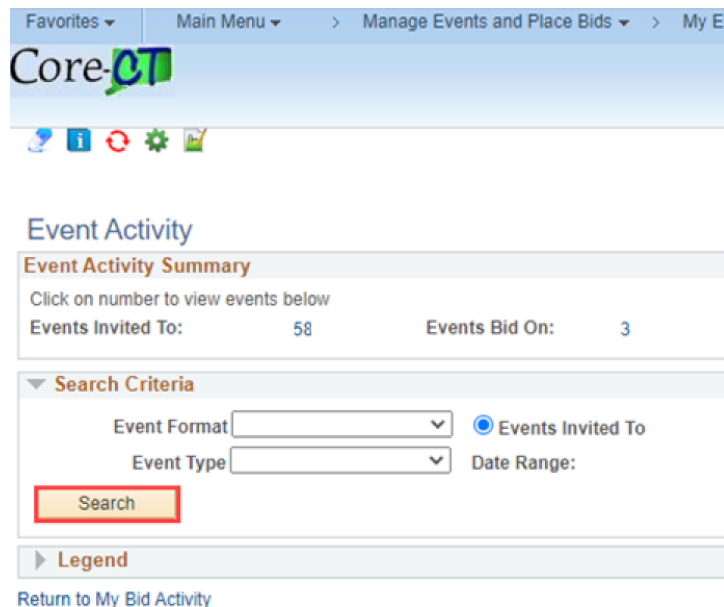
Returning to Draft Applications

- You can return to a draft (or already submitted) application for further edits during a later sitting.
- To do that, go back to the step where you clicked **My Event Activity**, and do so again.



Returning to Draft Applications

Click on the yellow "Search" button.



The screenshot shows the 'Event Activity' section of the Core-CT website. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Manage Events and Place Bids', and 'My Ev'. Below this is the 'Core-CT' logo and a row of social media icons. The 'Event Activity' section includes an 'Event Activity Summary' box with the text 'Click on number to view events below' and two statistics: 'Events Invited To: 58' and 'Events Bid On: 3'. Below the summary is a 'Search Criteria' section with two dropdown menus for 'Event Format' and 'Event Type', a radio button for 'Events Invited To', and a 'Date Range' field. A yellow 'Search' button is highlighted with a red border. At the bottom of the search section is a 'Legend' link and a 'Return to My Bid Activity' link.

At the bottom of the list, select "SCP00000070"



Returning to Draft Applications

Click where it says something like "1-in-Process..."

Core-CT

Event Details

Welcome, TOWN OF [User]
User: Superintendent of Schools

Information On Inquiry Options

Bidding Shortcuts:

View Event Activity
View, Edit or Copy from Saved Bids

Bid on Event

Event Name HVAC Application Invitation
Event ID DASM1-SCP0000068
Event Format/Type Sell Event RFX

Event Start Date 09/20/2022 2:28PM EDT
Event End Date: 12/01/2022 08:00 PM EST

Event Description:
This HVAC Application is open from July 1, 2022 - July 31, 2022.

Contact DAS-Dixon Michelle R
Phone 860/713-6477
Email: Email ID

Online Discussion:
Live Chat Help:

Payment Terms:
My Bids: 2 In-Process and Submitted
Edits to Submitted Bids Allowed
Multiple Bids Allowed

Returning to Draft Applications

Click "View/Edit" in the row for whichever of your applications you wish to edit.

Core-CT

Welcome, TOWN OF CROMWELL
User: Superintendent of Schools

View, Edit or copy from Saved Bids

Event Name HVAC Application Invitation
Event ID DASM1-SCP0000068
Event Format/Type Sell Event RFx
Event Start Date 09/20/2022 2:28PM EDT
Event End Date: 12/01/2022 08:00 PM EST
Multiple Bids Allowed
Currency: US Dollar

Bids

Personalize 1-2 of 2

Bid ID	Bid Status	Event Status	Bid Last Saved			
1	Posted	Posted	09/20/2022 3:18PM EDT	View/Edit	Copy	Cancel
2	Saved	Posted	09/22/2022 11:51AM EDT	View/Edit	Copy	Cancel

[Return to Event Search](#)



Questions and Contact Information



Questions and Contact Information

QUESTIONS

- HVAC Grants
email: **DAS.hvacgrants@ct.gov**
- Website: **ct.gov/hvacgrants**

